

Knowledge Center Operational Group (KCOG) Tips

Accessing Rosters and People's Names

Step 1: Follow the trail:

[Home](#) >> [Administration](#) >> [Manage Training](#) >> [Instructor Tools](#)

Step 2: Put the selected course number in the search text, select any words on search type, choose all instructors, choose current, the click search.

Instructor Tools

Use the Section List to search for classroom courses in order to edit scores, view the roster, send emails classroom course sections in calendar format. The information that displays in both the Section List and S

Course Sections

Section List | [Section Calendar](#)

Search for courses to view information about, and use the Action menu to perform other tasks. After performing courses.

Search Text: ads1000

Search Type: Any words

Instructor: All Instructors

Section Status: Current

Start Date:

End Date:

Activity:

Search

Step 3: Choose the appropriate section or event and hit go. The roster will populate.

	VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training	Title: VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (PRT0) Section Format: In-Person Code: Number: 67 Section Date Range: 10/16/2012 - 10/18/2012 Event Date Range: 10/16/2012 9:00 AM - 10/18/2012 4:00 PM Enrollment Cancellation Deadline: Waitlist Type: Automatic Capacity (Min/Max): 4/19 Enrolled/Waitlisted/Pending: 3/0/0	Roster	Go
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